



**Solicitation Information  
July 29, 2016**

**Addendum #1**

**RFP# 7550776**

**TITLE: FISCAL AGENT - INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

**SUBMISSION DEADLINE: August 8, 2016 at 2:30 PM (ET)**

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS  
WILL BE ANSWERED.

Gail Walsh  
Chief Buyer

## Vendor A

Request for clarification of items, as stated in project schedule and deliverables

1. “engage and support facilitators, consultants, trainers” Will the vendor be hiring individuals to provide these services, with the incumbent benefits, payroll and insurance taxes, etc., or will individuals be brought on solely as part-time, hourly consultants and paid by the vendor accordingly? (i.e. are there line items for hiring professional staff?)

The facilitators, consultants and trainers will be individuals brought solely as part time hourly, consultants paid by the vendor accordingly.

2. Will consultants/trainers be housed at RIDE, or will designated office space be needed at the vendor’s location? If the latter, how many offices will be required?

It is not anticipated that there will be a space need for consultants and trainers. If a space need arises it would be designated at vendor location.

3. “engage and support OSCAS with event management” How often will events be held? Is the plan for several large meetings/events per year, or is the expectation for many smaller sessions to be held?

There will be both large events for about 60-100 attendees as well as several events for smaller sessions with fewer than 30 participants a year. There may be a dozen large events a year and a dozen small events in the same time period.

4. “meetings with up to 75-100 participants” Are large meetings required to be held at the vendor’s site, or may they be scheduled for other locations (i.e. district auditoriums, college conference areas, etc.)?

Locations for events could be held at vendor’s site if it meets specifications or at other locations.

5. Will there be a line item for support staff, or will vendor need to accomplish this work with existing staff?

RIDE recognizes that the vendor may need additional support staff to accomplish the deliverables in the RFP.

## Vendor B

1. Can RIDE share the specific grants and grant budgets that will be funding this engagement?

The funding streams are IDEA Part B and ESSA Title III funds.

2. Can you define the term “administrative costs” as it pertains to this RFP?

The commonly understood definition of administrative costs is, “an expense incurred in controlling and directing an organization, but not directly identifiable with financing, marketing, or production operations.”

3. Is there a maximum administrative percentage associated with funding this initiative?

10%

4. Is the fiscal agent in charge of both developing/procuring PD content and event management?

The vendor may support RIDE in procuring PD content however, it would be more typical for the vendor to be managing events and logistics once a PD content provider is identified by RIDE.

5. How many events does RIDE anticipate hosting?

There will be both large events a year for about 60-100 attendees as well as several events for smaller sessions with fewer than 30 participants. There may be a dozen large events a year and a dozen small events in the same time period.

6. Have approved consultants already been identified by RIDE or will the vendor hire the consultants on behalf of the department?

There are both consultants RIDE has utilized previously that may be utilized again in the future as well as new consultants RIDE will identify that the vendor will be securing for training and technical assistance.

7. Do the CV's count towards the page total for the technical requirements?

CVs of vendors only. It is understood that consultants are yet to be identified and therefore vendor would be unable to furnish CVs of consultants and trainers.